

EFFECTIVE

August 1, 2010.

SUBJECTS

1. Timely Entry of Face-To-Face Social Work Contacts into SWSS CPS.
2. Supervisory Approval.
3. CPS Caseworker Visits.
4. Permanency Planning Conference (PPC).

**1) TIMELY ENTRY OF
FACE-TO-FACE
SOCIAL WORK
CONTACTS INTO
SWSS CPS****PSM 713-3**

Timely documentation of social work contacts in the Service Worker Support System (SWSS CPS) is required. Social work contacts include face-to-face caseworker contacts with children, parents and foster parents/relative/unrelated caregivers.

All face-to-face contacts with children, parents and foster parents/relative/unrelated caregivers made by any of the following: foster care workers, CPS workers, adoption workers or Families First/Family Reunification workers, must be entered into SWSS CPS **within 5 calendar days** of contact.

Families First contractors must submit all face-to-face contacts with children, parents and foster parents/relative/unrelated caregivers to the CPS worker by the third business day of every month.

Reason: CPS Program Office clarification to achieve Child and Family Services Review (CFSR) outcomes.

**2) SUPERVISORY
APPROVAL****PSM 713-10**

The time frames for a supervisor to review and approve the DHS-154 Investigation Reports and DHS-152 Updated Services Plans

have changed. Within **14** calendar days of receipt, the supervisor must review and approve (by signature) all reports. See PSM 714-4, CPS Updated Services Plan and Case Closure for review and approval of DHS-152 Updated Services Plans.

Approval for the DHS-154 Investigation Report indicates agreement with the:

- Investigative actions.
- Accuracy of the Investigation Report.
- Investigation disposition.
- Assessment of risk and safety of the children.
- Child assessment of needs and strengths (CANS-CPS) and family assessment of needs and strengths (FANS-CPS).
- Services provided to the family.

Approval for the DHS-152 Updated Services Plans indicates agreement with the:

- Thoroughness, completeness and accuracy of the USP.
- Reassessment of risk and safety of the child.
- Reassessments of the FANS-CPS and CANS-CPS and the services provided to the family.
- Progress made by the family.
- Appropriateness of continued provision of services or case closure.

The CPS supervisor must continue to use the Children's Protective Services Investigation Checklist in SWSS CPS to determine whether minimal child safety needs and investigation requirements have been met and to determine whether or not to approve any of the items on the checklist. When the item is not approved, document the reason why in the comments box for that item. The supervisor must require that the worker complete the unapproved item within a specified time frame as determined by the supervisor.

Reason: Field and program office change to appropriately reflect staffing needs based on pending cases.

3) CPS CASEWORKER VISITS

PSM 714-1

During the time an open case is being monitored, the CPS worker must visit the child(ren) according to the requirements described below. Information obtained during visits must be used when completing the DHS-152, Updated Services Plan.

Visit Requirements

Each child must have a face-to-face caseworker visit a **minimum of once each calendar month**. The majority of visits must take place in the child's residence. Each visit must include a private meeting between the child and the CPS worker. During the monthly visit the areas to be discussed must include, but are not limited to the following:

Child visit (age-appropriate/verbal children):

The child's perception of all issues and concerns, including:

- Child's feelings/observations about factors that led to CPS involvement.
- Issues pertaining to the child's needs, services and case goals.
- Education.
- Family interactions with parents/siblings.
- Any safety concerns.
- Discuss parenting time and/or sibling visitation plan (as applicable).
- Extracurricular/cultural activities/hobbies participated in since last visit.
- Medical/dental/mental health needs since last visit.
- Permanency plan and how the plan has been shared with child.

Caregiver visit:

- Progress toward reaching goals addressed in the Service Plan/Risk Assessment.
- Medical/dental/mental health concerns, appointments, treatment and follow-up care for child(ren) and caregiver(s).
- Child behaviors: Worker and parent concerns, developmental concerns and any behavioral management plan (if applicable).
- Education: School status/performance, behaviors and services provided.
- Tasks required to meet child's needs.
- Inquire about non-custodial parents.
- Address any safety concerns.

General Information:

- Risk assessment completed and risk level.
- Additional CPS complaint(s) made since last visit.
- Law enforcement involvement since last visit.
- Unmet needs or services to be provided.
- View child's bedroom.
- Observe and record child's physical appearance.

**Documenting Visit
Information**

The information gathered during the monthly visit must be documented in the DHS-152, Updated Services Plan.

**Caseworker Visit
Tools**

Two Children's Protective Services caseworker visit tools have been developed to assist workers in gathering the above required information during the monthly calendar visit. The tools are:

- DHS-903-A, Children's Protective Services Caseworker/Child Visit Tool. This form may be used to take notes during the visit.
- DHS-903, Children's Protective Services Caseworker/Child Visit Quick Reference Guide. This guide lists the information that must be covered in the monthly visit.

The above caseworker visit tools provide structure and reminders of the required topics during the monthly child visit. The information from the tool is to be documented with SWSS-CPS. The tools are not to be used as documentation in the case record.

Reason: Department of Health and Human Services CFSR and Dwayne B. v Granholm Consent Decree.

4) PERMANENCY PLANNING CONFERENCES (PPC)

PSM 714-2, 715-2

Permanency planning conferencing (PPC) represents a family-centered, strength-based and team-guided decision-making process designed to produce the optimal decisions concerning a child's safety, placement and permanency. PPC meetings include child welfare staff, parents, caretaker(s), the child's foster parents and may also include extended family, friends, neighbors, community based service providers, community representatives or other professionals involved with the family. Parents and the child(ren) are encouraged to invite family, friends and/or other people whom they view as supportive or influential in their lives.

During the PPC, participants work together to create a plan for safety, placement and permanency tailored to the individual needs of each child. This process establishes a forum to share ideas and opinions, embraces the importance of the family's perspective and involvement, stresses full participation of all attendees, encourages honest communication and promotes dignity and respect for all participants.

Events Requiring PPC

PPC meetings are conducted to make or recommend critical case decisions. Various circumstances or events and stages of a case

progression mandate PPC meetings occur within the required time frames as outlined below:

- **Emergency Removal.** The CPS worker must make a PPC referral immediately when a child is removed from his/her home. The PPC staff must schedule the PPC meeting no later than the next business day. In all circumstances, the emergency removal PPC meeting must occur prior to the preliminary hearing when possible.
- **Considered Removal.** The assigned worker must consult with the supervisor whenever the removal of a child from a parent's or guardian's home is in question. If the worker and supervisor decide to request removal of the child from the home, the PPC referral must be made immediately. PPC staff must schedule the PPC meeting within two business days of the referral. The PPC meeting must be held prior to removal and placement of the child, unless an emergency occurs.

PPC meetings may be conducted for reasons beyond the scope of CPS involvement such as changes in foster care placement, reunification from foster care and a permanency goal change. CPS workers must make an effort to participate in these meetings if invited.

Dwayne B. v Granholm, et al. consent decree. See L-10-025-CW, Permanency Planning Conference Implementation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**